



Missouri Department of Elementary and Secondary Education

— Making a positive difference through education and service —

MEMORANDUM

TO: Superintendent of Schools

FROM: John Weber, Director, School Improvement Technical Assistance
Tom Ogle, Director, School Core Data

DATE: March 2008

RE: Summer School Application

The Application for Summer School Approval and the Summer School Information Handbook for the 2008 summer session are available at <http://dese.mo.gov/divimprove/sia/summerschl/>. Summer school is not required, but we encourage you to offer this extended learning opportunity to your students. Review the guidelines for an approved summer school as outlined in the Summer School Information Handbook and obtain required local board approval prior to your decision to submit an application. **The application is due no later than June 1, 2008**, and serves as a notice of intent for your district to provide a summer school program. Please review the instructions provided with the application prior to its submission.

In addition to this form, all participating districts must provide specific program information in the June cycle of the Core Data Collection System (the person who normally completes the October cycle Core Data Report would be familiar with this screen). Screen 24 requires information including each summer school educator's name and social security number, position code, course code, grade level and enrollment for each class, total hours the class meets, and credit to be offered (high school only). **Screen 24 program information is due on June 30.** Final approval of the summer school program will not be granted until this information is submitted in approvable form and teachers are determined to be properly certificated for their assignment(s).

PLEASE NOTE:

- **The social security number entered for each summer school teacher must be correct. Each summer school teacher, including recent graduates and out-of-state teachers, must hold a valid Missouri teacher certificate.**
- **Substitute teacher certificates must be secured prior to the start of the summer session for summer school teachers that do not qualify for any other Missouri teacher certificate.**
- **A teacher with an expired certificate does not hold a valid certificate and should not be given a summer school assignment until the certificate is renewed.**
- **Failure to have on file a valid certificate for a summer school teacher will result in the disapproval of the attendance hours of children enrolled in his/her class(es).**
- **Athletic Practice/Conditioning and Body Conditioning courses are specifically prohibited from the summer school program of studies. Please refer to page three of the Summer**

School Information Handbook for additional information on what is not accepted as approved summer school hours.

The summer school attendance and membership data will be reported in the August 2008-2009 Core Data Cycle. Due to statutory changes in 2004 that became effective with the 2005-2006 school year, districts are encouraged to read the 2008 Summer School Information Handbook or contact the School Finance Section at (573) 751-0357 regarding the use of the summer school average daily attendance in the Basic Formula, Proposition C, and Fair Share payment calculations.

If you have questions, please contact our office at the following numbers:

John Weber (573) 751-7754
Tom Ogle (573) 751-9060

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